



Quick Reference Guide

What's New in Word 2013 for Windows



General Enhancements

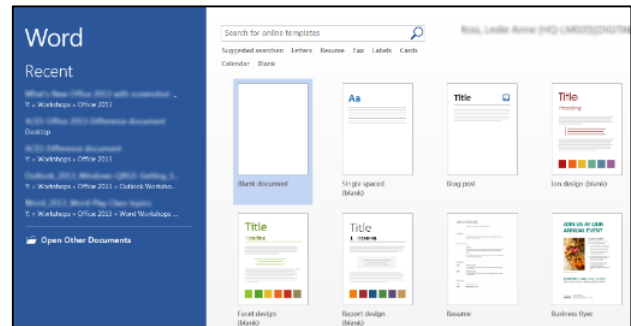
User Interface

- Word 2013 is tablet (touch and stylus) friendly, Touch Mode compatible for Windows 8 users and includes a built-in handwriting recognition software for touch-screens.
- Although the 2013 Office suite is integrated with Cloud-like computing and OneDrive, this integration has been disabled at NASA.
- The user interface display includes a flatter look to the Ribbons and subtle animations when typing or selecting text.
- Word files will save the page the user is reading similar to the Kindle.

New Start Experience

Word 2013 includes a new start experience (shown right) allowing the user to open recent files, start a new document from a template or open other files. To skip this screen and go directly to a blank document, press **ENTER** or **ESC** on your keyboard.

This behavior can be controlled by the user by enabling or disabling the option **Show the Start screen when this application starts**. By default, this setting is enabled.



1. To adjust this behavior, click the **File Tab | Options | General**.
2. Click the checkbox to enable/disable Show the start screen when this application starts.

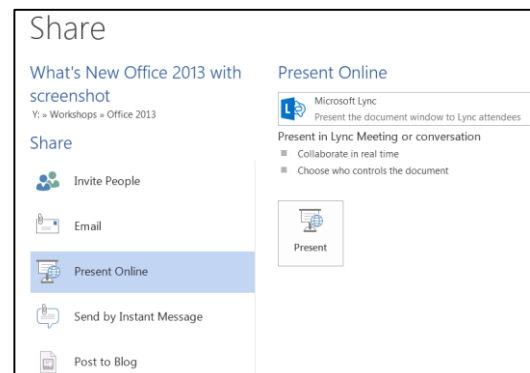
File Sharing

The new integrated sharing features for saving files to the Office OneDrive location without attaching the document to email or using Cloud Connect services have been disabled at NASA.

Lync Integration

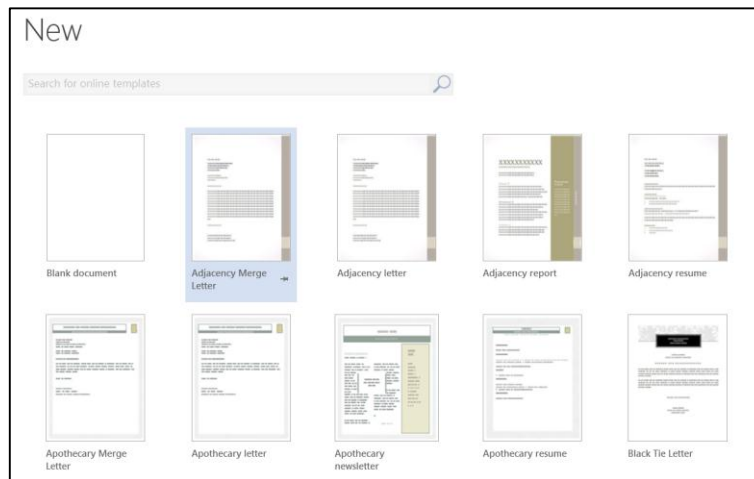
Lync is fully integrated making it easy to present an open document in an online meeting room.

1. Click **File | Share**. The *Share* options display (shown right).
 2. Click **Present Online** to establish a Lync meeting room with the shared file presented using document sharing.
- Click **Send by Instant Message**. Select the recipient from the Global Address List and then type a message to the recipient. Click **Send IM**.



New Word Templates

- New templates have been added that expand options for graphic display.



Read Mode

The View tab offers a new reading mode that lets you read documents like an e-book where the content adjusts to fit in columns.

- Right-click on the text to work with the reading pane tools to highlight, translate or look up the definition of a word.
- In **Read Mode**, users can zoom in on objects that were scaled down to fit on the page (shown right).
- To view the file in **Read Mode**, click **View | Read Mode**.

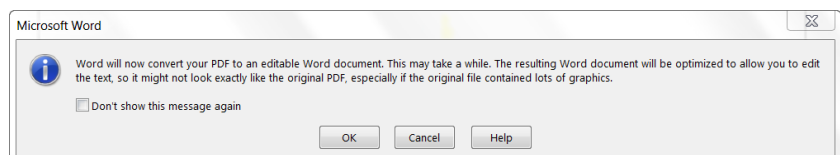


- Double-click a chart or image to enlarge the view of the object (shown above).
- To exit Read Mode, click **View | Edit Document**.

Converting PDFs in Word 2013

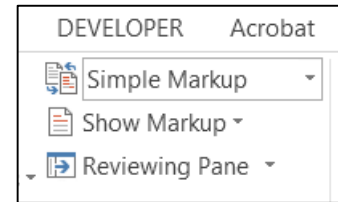
Word 2013 now has the capability to open and convert PDF files directly in the application. Once the file is converted, it becomes a Word document with editable text. This feature used to require an add-in.

- Click **File | Open | Computer | Browse**. The *Open* dialog box displays.
- Change the File type to **PDF** and browse to the appropriate folder location.
- Edit the file name as desired.
- Double-click the file or click the file and click **Open**. The *Microsoft Word* dialog box will display (shown right).
- Click **OK**. The converter will convert the file to Word in editable format.

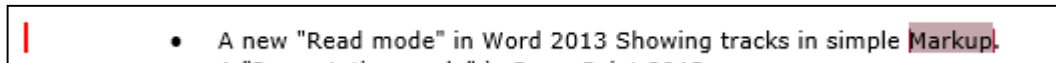


Track Changes Enhancements

- New revision view called **Simple Markup** shows a clean view of your document with changed lines in the border. **Simple Markup View** provides change lines animated to show or hide tracks and comments. Click a redline change line in the left margin to expand the thread that includes edits and comments (shown below).



Tracks in Simple Markup View



Tracks in All Markup View after clicking the Change line in the left margin



Comments

- Comments now display as threaded conversations. Word 2013 provides the ability to add comments anywhere on the margin.

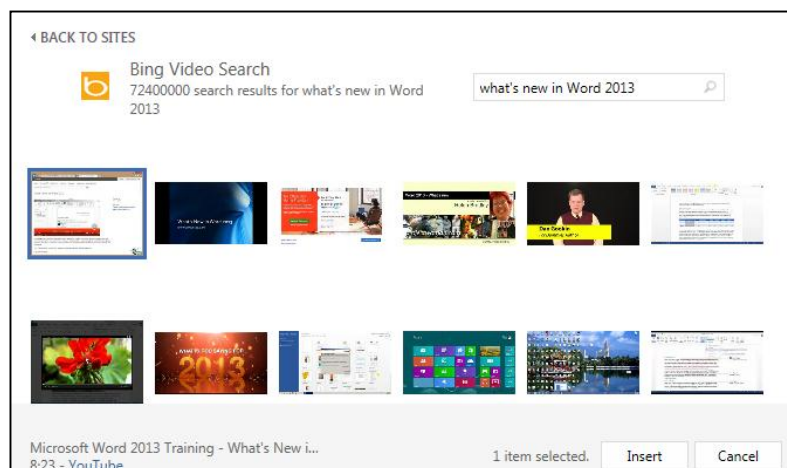


- Comments are associated with the people who make them. Hover over their name and you see their Lync contact card. You can IM, e-mail, or Lync call the person from the Word file.
- IM conversations will be added to the document and display in the Comments associated with the relevant text.

Insert Online Media

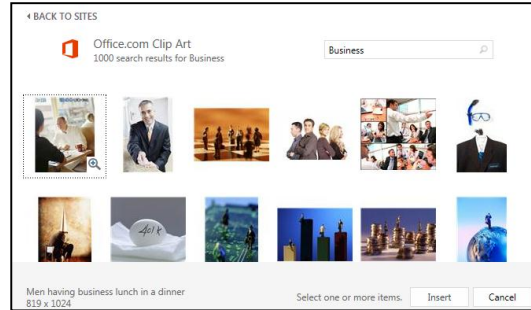
Online Video: Users can now insert online video into Word files. Readers can watch the video in the document.

- From the Word file, click **Insert Tab | Online Video**. The *Insert Video* dialog box displays (shown right).
- Enter a search term in the **Bing Video Search** or **YouTube** search. You can also enter the embed code to insert video from the web.
- Select the appropriate video and click **Insert**.



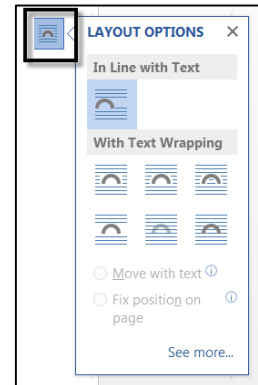
Online Pictures: Word 2013 now has the capability for users to add online pictures directly into the document. When inserting pictures, the layout button appears with options for the Text wrap. From the Word file, click **Insert Tab | Online Pictures**. The *Insert Pictures* dialog box displays (shown below).

1. Enter a search term in the Office.com Clip Art search or the **Bing Video Search**. You can also enter the embed code to insert video from the web.
2. Select the appropriate video and click **Insert**.



New Alignment and Graphics Options

- All Office applications have an improved alignment system, i.e., objects stick and line up better with new alignment lines when moving objects.



Working with Word Files in Other Versions

| What if ... | Result ... | Action to Take ... |
|--|---|---|
| You open a document created in an earlier version of Word. | The words [Compatibility Mode] display next to the file name on the title bar. Compatibility Mode ensures no new features in Word 2013 are available in the document, so that people using earlier versions of Word can work with it. | Work in Compatibility Mode or convert the file to the new format. To convert the document, click File Tab Info Convert . Converting the file allows those with Word 2013 to work with the new features. However, those using earlier versions of Word may experience issues editing parts of the document. |
| You choose to save the file as a Word 2013 document. | If the file is in an earlier version of Word, the editor may not be able to change some items that were created using Word 2013 features. FYI ... Word 2003 users need the free Compatibility Pack. A prompt to download the pack displays when Word 2003 user opens the file. | To share a Word 2013 document with someone using an earlier version of Word, run the Compatibility Checker tool to ensure the file will work properly. To check which new features will not work in earlier versions, click File Tab Info Check for Issues Check Compatibility . |
| You choose to save the file as a Word 2003 document. | If new Word 2013 features or formatting are included in the file, Word 2003 users may see warnings about unsupported features, or the formatting or feature may not appear in the file. | No action is necessary. Saving a file in the Word 2003 file format will trigger the Compatibility Checker to run and will warn the user about any unsupported features. |